

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I.	<u>Position Title:</u> Meter Tech Supervisor	<u>Revision Date:</u>	06/15
		<u>EEO Category:</u>	Skilled Craft Worker
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	30542

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Field Services Supervisor, supervises water meter reading and meter maintenance for the Public Utilities Department. Coordinates and supervises reading and routine investigating of residential and commercial water consumption. This is a key supervisory/management position.

III. Essential Duties:

- Involved in hiring, training, motivating, evaluating, disciplining and directing employees.
- Supervises the Meter Techs who read all city water meters (all meters throughout the departments' service area are read each month).
- Assures accurate reading of all meters in service area and assists with special investigations. Assigns Meter Techs to assist in investigations of leaks and billing questions from residents.
- Determines best means and methods necessary for the job. Plans and schedules meter reading routes to assure that routes are read within defined parameters.
- Provides expertise and support for other City departments.
- Coordinates meter maintenance and testing programs with Meter Technicians.
- Prepares a yearly operational budget for the division and submits it to the Public Utilities Asst. Director / Operations Manager for approval. Oversees expenditure of funds allocated for the division.
- Reads, inspects, installs and repairs residential and commercial meters.
- Coordinates activities with other supervisors, divisions, departments and agencies.
- Tracks and maintains large inventories of water meters and parts.
- Generates work order and checks for accuracy and inputs all work orders into work management system.

IV. Marginal Duties

- Coordinates with engineering personnel on review and inspection of new developments.
- Responds to public inquiries, complaints, and requests.
- Initiates and monitors maintenance schedules for routine and project work; develops, revises and administers work order system.
- Completes work orders and various other records pertaining to work activities.
- Performs other duties as assigned.

V. Qualifications

Education: High School diploma or equivalent required.

Experience: Five years of experience or technical training in water works, equipment operation, construction and/or closely related area is required to be eligible for this position.

Certificates/Licenses: Valid Utah Driver's License required; must obtain a UDOT Flagging Certificate within three months of hire; Utah State Water Distribution Operator (Grade 3 minimum) Certification required; must obtain Grade 4 within 6 months of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines, and equipment used in the operation, maintenance and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations; all aspects of meter reading system; City accounts payable, billing software and department work management software; knowledge of the location of all meters in the system in order to assist meter techs and other department divisions with reading, repair and maintenance of the system.

Responsibility for: the care, condition, and use of material, equipment, money and tools. Direct supervision of Meter Tech staff.

Communications skills: Ability to furnish and obtain information from other departments. Must be able to effectively communicate verbally and in writing with staff and customers.

Tool, Machine, Equipment Operation: Regular use of office equipment including a telephone, computer, meter reading system, calculator, hand tools, utility trucks, pickup and trucks, loaders. Must be able to file, maintain and retrieve manual and computer records and reports.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public; perform most complex tasks without supervision.

VI Working Conditions:

Physical Demands: While performing duties of job, moderate climbing/balancing and constant stooping and kneeling are required; occasional lifting of up to 50 lbs.

Work Environment: Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic, heights, and high voltage equipment; work in trenches, vaults, and manholes; outdoor work in all types of weather; 24-hour on call status and answering a cell phone; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved classification specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____